

VMR-VRO GUIDELINES MAIN LOCATION & ADDRESS

Checklist Reference – Main Location and Address

What is the purpose of the 'Main Location'?

The 'Main' location primarily serves a dual purpose:

- if only one location is required, it should be labeled Main
- to indicate that more than one location/address is available

The Main location is also a central gathering place to enter comments concerning changes made to the vendor. For more on this, see the guideline "When to Use/Enter Comments."

Do not enter ACH information or 1099 information on a 'Main' location unless it is the **only** location.

Why do the vendors with multiple addresses include an address that says 'CHOOSE THE CORRECT LOCATION'?

The answer to this question is because there are multiple addresses. Because there are so many different types of users in this system and some vendors have so many different addresses, there is no way to select a default address that would satisfy everyone. The only solution was to encourage users to choose an address which is attached to a location. That is why the address reads 'CHOOSE THE CORRECT LOCATION'.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.